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Chief, Management Staff

November 1956

Chief, O&M Staff (DD/I Area)

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Work Report Week Ending 21 November 1956 *file***Accomplishments**

1. **WB-1074, Field T/O Change, Contact Division, OO.** Obtained agreement with Office of the DD/I that Contact Division will proceed immediately to bring T/O down to ceiling. Also streamline Contact Division procedures relative to field promotions, permitting the proposals to be taken up directly with the Office of Personnel instead of calling them T/O changes which must go through the Management Staff.
2. **Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program.** Revised version of the mission and functions of the ELINT Staff Officer was drafted and presented to the "functions drafting subcommittee" of the ELINT Advisory Committee. The statement of mission and functions was agreed to by the subcommittee members and it will be presented to the SAC in the near future.
3. **Project 6-63, Examination of Proposed OCR Reorganization.** Suggestions presented orally to the Administrative Officer, OCR relative to the improvements in the proposed organization such as organizing Acquisitions Branch on a functional rather than area basis and leaving the International Conference Branch, Liaison Division rather than transferring it to Biographic Register which is overcrowded.
4. **Proposed Use of Ships of our Country.** Notice reviewed and concurrence forwarded to the Technical Accounting Staff.
5. **Lecture on Control of Work Methods and Work Flow presented to the Basic Management Course personnel.**

Assignments Active This Week

6. **Project 6-45, OCR Space Study - At request of DD/I an analysis of overcrowding in OCR and appropriate recommendations for improvement.** (1 December)
7. **Project 6-65, Management Survey of Technical Information Unit, Editorial Branch,** (1 December)

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8. 65-1046, Request for ALLINT I/O Increase for CII and RCO. []
(10 December)¹

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9. Project 5-46, Preparation of Statements of Mission and Functions of the CIA
ALLINT Staff Officer and other Agency participants in the ALLINT Program.
25X1A9A [] (ALLINT Staff Officer, 1 December)

10. Project 6-24, Survey of Procedures for Insuring that Separating Employees
Conclude All Business with CIA Prior to Separation. [] (DE/A, 1 Jan.)

25X1A9

11. Project 6-61, Management Audit of CIA Watch Office. [] (AL/CI, 10 Dec.)

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12. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. []
(15 December)

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13. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acqui-
sitions Branch, CIA Library (CIA Librarian). [] (15 December)²

25X1A9

14. Manpower Utilization, Combination of IR/OCR-RT. [] (DE/A, 1 Nov.)

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Assignments Inactive This Week

15. Project 6-54, Examination of Proposed OCR Reorganization. [] (AL/IR,
31 December)

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16. Examination of Organization and Functions of Photo Intelligence Division,
OCR. [] (1 January)

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17. Assistance to IR/I in Reduction of T/O and Ceiling and Necessary Related Re-
alignments. (Asst. to the IR/I (Admin)) [] (1 January)

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18. Assistance to Chief, Business Machines Service in determining possibilities
for use of electronic computers in IR/I. [] (31 December)

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Training

19. Effective Writing - 2 hours []

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Conference Leadership - 4 hours []

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1. Colonel White is considering classification problems involved per Mr. []
request.

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2. Extension requested from 15 November to 15 December due to difficulties in ob-
taining mechanical layouts and estimates from manufacturer's representatives.

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